

# VACANCY ANNOUNCEMENT

## VA Palo Alto Health Care System

### THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

<b>Vacancy Annc No.</b> <b>04-27 (AV)</b>		<b>Opening Date</b> <b>1/29/04</b>		<b>Closing Date</b> <b>6/30/04</b>		<b>U.S. Citizenship Required</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See notes below)	
<b># Posns</b> varies	<b>Position Title</b> <b>Staff Nurse (SCI)</b>			<b>PD Number</b> 000000	<b>Pay Plan, Series, Grade</b> VN-0610-1/2		
<b>Service</b> Nursing – Rehabilitation Service (Spinal Cord Injury Unit)				<b>Promotion Potential</b> Nurse II		<b>Salary Range</b> Nurse I: \$58,954 - \$78,402 per annum Nurse II: \$69,356 - \$92,236 per annum See note below.	
<b>Duty Station</b> Palo Alto, CA				<b>Tour of Duty</b> Full-time, Rotating shifts, 7:30 am – 4:00 pm, 3:30 pm – 12 midnight, 12 midnight – 8:00 am. Tour of duty will be determined on availability.			
<b>Work Schedule</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ ____ hrs/wk			<b>Subject to Bargaining Unit</b> <input checked="" type="checkbox"/> Yes-Minimum posting: 15 work days <input type="checkbox"/> No-Minimum posting: 10 calendar days		<b>Subject to Supervisory Probationary Period</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (First-time supervisors subject to 1 year)		
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary NTE ____ <input type="checkbox"/> Term NTE ____			<b>Subject to Drug Testing</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)		<b>Physical or Medical Examination Required</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)		
<b>Travel and/or relocation expenses</b> <input type="checkbox"/> may be authorized <input checked="" type="checkbox"/> are not authorized		<b>Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement.</b>					
		<b>Relocation bonus</b> <input checked="" type="checkbox"/> may be authorized <input type="checkbox"/> is not authorized		<b>Recruitment bonus</b> <input checked="" type="checkbox"/> may be authorized <input type="checkbox"/> is not authorized			
<b>Area of Consideration - For information on application procedures, see section on 'HOW TO APPLY'</b> <input checked="" type="checkbox"/> Current PERMANENT employees of the VA Palo Alto Health Care System. <input checked="" type="checkbox"/> Current VA employees eligible for transfer. <input checked="" type="checkbox"/> Veterans eligible for appointment under the Veterans Readjustment Appointment (VRA).. <input checked="" type="checkbox"/> Veterans eligible for appointment under the Veterans Employment Opportunities Act (VEOA). <input checked="" type="checkbox"/> 30% or more Service-Connected Compensably Disabled Veterans. <input checked="" type="checkbox"/> Schedule A (handicapped) eligibles. <input checked="" type="checkbox"/> STATUS applicants eligible for transfer or reinstatement. <input checked="" type="checkbox"/> PUBLIC - All other interested candidates not meeting any of the above categories.							
<b>Point of Contact</b> - Inquiries should be directed to the following individual at (650) 858-3951. Andrea Verzola							
<b>REASONABLE ACCOMMODATION</b> This office provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this office. The decision on granting reasonable accommodation will be on a case-by-case basis.							
<b>THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT</b>							

**NOTE:** Salary/Grade level is dependent upon the recommendation of the appropriate Nurse Professional Standards Board.

**DUTIES:** Incumbent provides care to patients with medical and rehabilitation needs directed toward promotion, maintenance and restoration of optimal functions and independence. Performs patient and family rehabilitation through patient education and multidisciplinary discharge planning. Functions in the role of Nurse Therapist to assist the patient in experience a rehabilitation program which promotes the highest level of independence upon discharge. Supports and initiates community outings to assist patient toward community reintegration. Directs and supervises LVNs and NAs. Functions as a Team Leader, Team Member, or Charge Nurse as needed. Assists in the orientation and teaching of nursing and medical personnel. Participates in QA activities. Utilizes an ethical code of conduct and continuing education to promote and maintain high standards of professionalism.

#### QUALIFICATION REQUIREMENTS:

- Citizenship - United States Citizenship. If applicable, non-citizens may be appointed when no citizens are available in accordance with regulations issued by the Under Secretary for Health.
- School of Nursing - Graduate of a school of professional nursing approved by the appropriate State-accrediting agency at the time the program was completed by the applicant. In cases of graduates of foreign schools of professional nursing, possession of current, full, active and unrestricted registration will meet the requirement of graduation from an approved school of professional nursing.

- Licensure - A nurse will have a current, full, active and unrestricted registration as a graduate professional nurse in a State, Territory, or Commonwealth (i.e., Puerto Rico) of the U.S. or in the District of Columbia.
- English Language Proficiency: RNs appointed to direct patient care positions must be proficient in spoken and written English as required by Title 38, United States Code (38 U.S.C.).
- Grade Requirements – **Nurse I, Level 1**: Associate Degree or Diploma in Nursing with no experience. **Nurse I, Level 2**: Associate Degree or Diploma in Nursing with approximately 1 year experience; **OR** Associate Degree or Diploma in Nursing and Bachelors Degree in a related field with no experience; **OR** Bachelor of Science in Nursing with no experience. **Nurse I, Level 3**: Associate Degree or Diploma in Nursing with 2 – 3 years of experience; **OR** Associate Degree or Diploma in Nursing and Bachelors Degree in a related field with 1 – 2 years of experience; **OR** BSN with 1 – 2 years of experience; **OR** Master's Degree in nursing or related field with a BSN and no experience. **Nurse II**: BSN with 2 – 3 years of experience; **OR** Associate Degree or Diploma in Nursing and Bachelors Degree in a related field with 2 – 3 years of experience; **OR** Master's Degree in nursing or related field with BSN and 1 – 2 years of experience; **OR** Doctoral Degree in nursing or meets basic requirements for appointment and has doctoral degree in related field and no experience.

Incumbent must also meet the Nurse Qualifications Standard nine (9) dimension requirements: Practice, Quality of Care, Performance, Education/career Development, Collegiality, Ethics, Collaboration, Research and Resource Utilization

Graduates of foreign nursing schools are now required to possess a Certificate from the Commission of Graduates of Foreign Nursing Schools (CGFNS) prior to appointment.

**VOLUNTEER EXPERIENCE**: Appropriate credit will be given for voluntary participation in community, social service, and similar activities.

**BASIS OF RATING**: Grade level will be based on experience and education. Applicant's experience, education, performance appraisal or proficiency reports, training, awards, and outside activities will be evaluated. Candidate selected will be further evaluated by the Nurse Professional Standards Board and must meet NPSB requirements prior to appointment.

#### **ADDITIONAL NOTES:**

- ◇ Funds Availability: The position being filled is subject to the availability of funds.
- ◇ TB Skin Screen Test: All applicants selected for employment with the VAPAHCS will be required to meet TB screening requirements before being placed into this position.
- ◇ Physical / Medical Standards: Candidates will be required to pass a physical examination before entering on duty.
- ◇ Drug Testing Position: All applicants tentatively selected for VA employment in a testing designated position are subject to random drug screen (urinalysis) for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA.
- ◇ Direct Deposit / Electronic Funds Transfer: It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.

#### **HOW TO APPLY:**

Eligible Permanent Employees of VAPAHCS - Submit VA Form 5-4078, Application for Promotion or Reassignment, by the closing date of this announcement.

#### **All others, submit:**

1. VA form 10-2850a - (Application for Nurse and Nurse Anesthetists).
2. OF-306 - Declaration of Federal Employment. You must complete this form to determine your acceptability for Federal employment.
3. DD-214 - Military Discharge Paper. Veterans claiming veterans preference and those eligible for employment under veterans hiring authorities must submit a copy.
4. SF-15 - Application for 10-Point Veteran Preference. If you are applying for 10-point veterans preference, you must submit this form and the required documentation specified on the reverse of the SF-15.
5. SF-50B - Notification of Personnel Action. Transfer/Reinstatement Eligibles must submit a copy of their latest/last SF-50B.
6. College Transcripts - A copy of RN college transcripts.
7. Schedule A applicants only - Letter from the State of California Department of Rehabilitation or from a qualified VA Counselor certifying eligibility for appointment to this position.
8. Performance Appraisal - Current/Former Federal employees must submit a copy of their most recent performance appraisal.

Vacancy announcement is open until positions are filled. Applications will be referred to selecting officials upon receipt. Positions are in the Excepted Service, with appointments being under Title 38.

All application materials will become the property of the Human Resources Management Service and will not be returned, used for other positions, or duplicated once submitted.

In accordance with 18 U.S.C. 1719, use of postage-paid government agency envelopes to file job applications is a violation of Federal law and regulation. Applications mailed in postage-paid government envelopes, sent by Federal agency special courier services or submitted through Federal fax machines will not be considered.

**FOR ADDITIONAL INFORMATION CONTACT:** Andrea Verzola, Human Resources Specialist, at (650) 493-5000, ext. 65989 or Carol Valdon, Nurse Recruiter, at (650) 493-5000, ext. 64530.

**APPLICATIONS SHOULD BE MAILED TO:** VA Palo Alto Health Care System, HRMS (05A),  
3801 Miranda Avenue, Palo Alto, CA 94304